Members of the WIRB Move Team

*Effective January 2017 – April 2018*

**Representatives:** Mel Goodale (Chair), Paul Minda (SS rep), Elizabeth Hayden (WH rep), Derek Mitchell (BMI rep), Katy Evans/Fay Harrison (BrainsCAN rep), Florence Lourdes, Haitao Yang, Cass Latinovich, Bea Goffin and Aaron Gibbings (trainee rep – designate Avital Sternin).

**TERMS OF REFERENCE**

**Composition and Elected Term:**

Membership on the BMI Move Team is reviewed and approved by the Steering Committee for the Brain and Mind Institute. Membership will consist of four core members, one BrainsCAN representative, four staff and one trainee representative, each with voting privileges. The BMI Director will chair the Move Team meetings or a chair will be elected by the membership, to facilitate meetings and report to the BMI Steering Committee.

The membership term for the Move Team will be until all aspects of the move to the Western Interdisciplinary Research Building (WIRB) are complete.

**Responsibilities:**

- Oversees all aspects of move, including communications and managing checklists and timeline schedules. The Move Team also supervises all four subcommittees (i.e. Space Planning, IT, Furniture and Lab Equipment committees) based on the guiding principles provided by the Steering Committee.
- Interfaces and liaises with BMI members, consultants and all committees involved in the relocation planning process to WIRB.
- Reports monthly to the Steering Committee on the progress of the move.
- Submits motions to the Steering Committee to be considered for approval.

The Move Team will meet biweekly or as often as required.